

Viscountess Barrington Memorial Hall Trust

WEDDING - BOOKING FORM

To book the Hall please call Trudi on [783630](tel:783630) or e-mail hallbookings@shrivenham.org

Please complete and sign form, and return with minimum 25% non-refundable deposit to confirm your booking as provisional bookings will only be held for 2 weeks to Memorial Hall, Highworth Road, SHRIVENHAM, SN6 8BL
(Cheques made out to Viscountess Barrington Trust)

THE TRUST REQUIRES A 25% NON-RETURNABLE BOOKING DEPOSIT TO SECURE THE BOOKING AND A DAMAGE/CLEANING RETURNABLE DEPOSIT OF £100 TO BE PAID AT THE SAME TIME AS THE FINAL INVOICE ONE CALENDAR MONTH PRIOR TO EVENT.

CONTACT DETAILS

Day/Date of Event:			
Name of Contact:			
Invoice Address:			
Post Code:			
Contact Tel No.			
E-mail contact			
Reception From:	To:	hrs	
Sale of Alcohol:	YES/NO		(**see note overleaf)
Name of responsible person for pay bar			

If your booking coincides with a Cricket Fixture, users should be aware that the Loggia, Barrington Room/Small Kitchen will be unavailable. The Cricketers will also be sharing the male toilet facilities.

ROOMS REQUIRED

ROOMS	Cost per Wedding
Large Hall, Vic Day Hall, Large Kitchen	£550
Shrivenham Parishioners	£500

ADDITIONAL ITEMS

ITEMS	COST	Amt
Tablecloths (round or rec.)	Organize with Trudi 783630	
Use of Music Keyboard	Per session £20.00	£
Theatre Lights	Per Performance £24.00	£
Microphone for PA	£50 returnable deposit	£
TOTAL		£
Please note any change to times after invoice has been raised, will incur a fee of £10		

Signed by Hirer	By signing this form you agreed to abide by the full Terms and Conditions (enclosed)
Confirmed by VBT	

DEPOSIT	£	Deposit Inv. No.		Date paid	
BALANCE	£	Balance Inv. No.		Date paid	

THERE IS NO SMOKING IN ANY PART OF THE HALL

IN CONSIDERATION TO OUR NEIGHBOURS WE WOULD ASK THAT SMOKERS USE THE OUTSIDE ARE AT THE BACK OF THE HALL

The Memorial Hall is wheelchair friendly and has a hearing loop.
The car park has two allocated Disabled Parking spaces

- ****The Hall is licensed for the sale of alcohol. The consent of the Trust must be obtained prior to the event and a designated premises supervisor agreed. The Hall is licensed to sell alcohol and to play music up to Midnight.**
- **Parking - The Hirer and all visitors must use the car park to the side of the Hall.**
- **Bouncy Castles – The Hirer needs to arrange private Public Liability Insurance.**

NO PARKING is allowed on the road outside the Hall. Loading and unloading is allowed from the Car Park but access to the rear of the hall is with prior arrangement with the Supervisor. There is an overflow car park in Martens Road.

The Trustees reserve the right to refuse the letting of the Hall or to cancel a booking, the Hirer being responsible for any loss incurred consequent on such action. Any deposit or charges paid will be returned in such cases.

PLEASE READ THE FULL CONDITIONS OF LETTING OF THE MEMORIAL HALL ENCLOSED

April 2010